

# Accessing Your Draft Type 1 and 2 Forms

When completing a Type 1 Annual Certificate or a Type 2 Self Assessment form through PCSE Online, you have the option to save your partially completed form and return to it later.

To find your Draft form, simply:

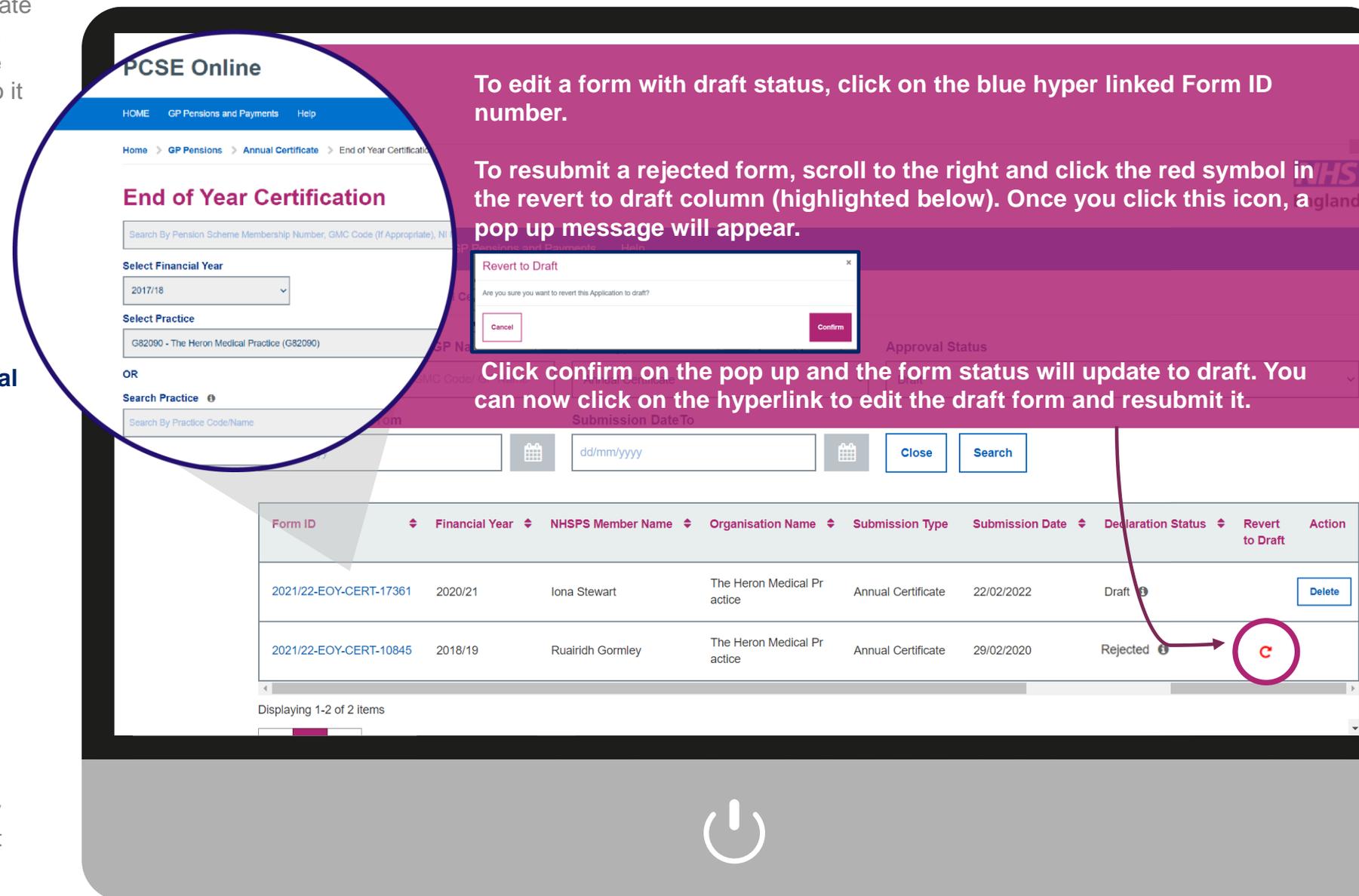
- **Log in to PCSE Online**
- **Click GP Pensions and Payments**
- **Choose Pensions**
- **Click Self Assessment - Type 2 or Annual Certificate – Type 1**
- **Click on NHS Pension Scheme Annual Income Listing**

You can search the Listing screen for any T1/T2 forms that have

- **Resubmitted**
- **Approved**
- **Rejected**
- **Declared**
- **Pending**
- **Saved as a draft**

## Reverting a Rejected form to draft

If your T1 or T2 form has been rejected by PCSE, you need to revert the form to draft status before you can resubmit it.



**PCSE Online**

HOME GP Pensions and Payments Help

Home > GP Pensions > Annual Certificate > End of Year Certification

### End of Year Certification

Search By Pension Scheme Membership Number, GMC Code (If Appropriate), NI

Select Financial Year  
2017/18

Select Practice  
G82090 - The Heron Medical Practice (G82090)

OR

Search Practice ⓘ  
Search By Practice Code/Name

Submission Date To  
dd/mm/yyyy

Close Search

Form ID	Financial Year	NHSPS Member Name	Organisation Name	Submission Type	Submission Date	Declaration Status	Revert to Draft	Action
2021/22-EOY-CERT-17361	2020/21	Iona Stewart	The Heron Medical Practice	Annual Certificate	22/02/2022	Draft ⓘ		Delete
2021/22-EOY-CERT-10845	2018/19	Ruairidh Gormley	The Heron Medical Practice	Annual Certificate	29/02/2020	Rejected ⓘ		

Displaying 1-2 of 2 items

**To edit a form with draft status, click on the blue hyper linked Form ID number.**

**To resubmit a rejected form, scroll to the right and click the red symbol in the revert to draft column (highlighted below). Once you click this icon, a pop up message will appear.**

**Click confirm on the pop up and the form status will update to draft. You can now click on the hyperlink to edit the draft form and resubmit it.**

**Revert to Draft**

Are you sure you want to revert this Application to draft?

Cancel Confirm